



REQUEST FOR NATIONAL DRIVER REGISTER FILE CHECK ON CURRENT OR PROSPECTIVE EMPLOYEE

DL 55 (Rev. 09/97)

EMPLOYER INFORMATION		Please Type or Print Clearly	
EMPLOYER OR AGENCY NAME		<input type="checkbox"/> Please check if Air Carrier <input type="checkbox"/> Please check if Railroad Company	
MAILING ADDRESS		TELEPHONE NUMBER ()	
CITY	STATE	ZIP CODE	
I certify the individual named below is an employee or has applied to become an employee of this company in a position which involves the operation of a motor vehicle, locomotive or airplane. <i>(Signature required if submitted by employer)</i>			
Employer's Signature			Date

EMPLOYEE INFORMATION				
FULL LEGAL NAME (Last, First, Middle)				
OTHER NAMES USED (Maiden, Prior)			DAYTIME TELEPHONE NUMBER (Optional) ()	
RESIDENCE ADDRESS				
CITY		STATE	ZIP CODE	
DRIVER'S LICENSE NUMBER		ISSUING STATE	SOCIAL SECURITY NUMBER (See Reverse Side)	
BIRTH DATE	SEX	HEIGHT	WEIGHT	EYE COLOR
I am an employee, or have applied to become an employee of the above named company in a position which involves the operation of a motor vehicle, locomotive or airplane. I authorize the Department of Motor Vehicles and the National Driver Register to furnish, for this one time only, information pertaining to my driving record to the company identified above. Note: See the back side of this form for information on NDR.				
Driver's Signature				Date

NOTARIZATION	Required only if the request form is not delivered to DMV in person by the current or prospective employee.
_____ appeared before me and executed this instrument (Employee's Name)	
Notary Public Seal or Stamp	
this _____ day of _____ in the city/county of _____ (Year)	
My commission expires _____ (Notary Public)	

DMV USE ONLY		
Proof Of Identification Required only if driver delivers request form <input type="checkbox"/> Valid Out of State License Number _____ <input type="checkbox"/> Birth Certificate Number _____ <input type="checkbox"/> Military Discharge Papers ID Number _____ <input type="checkbox"/> Passport Number _____ <input type="checkbox"/> US Immigration Resident Alien Number _____ <input type="checkbox"/> Other _____ Two Documents Witnessed By _____	Remarks/Teller Stamp	Fee Charged

Information furnished from this request is governed by federal and state privacy protection Acts and the Federal Fair Credit Reporting Act. It is to be used for the sole purpose for which it was requested. Any other use or dissemination of the information shall be unlawful. Penalties may include up to one year in jail and a \$10,000 fine, according to Section 208 of Public Law 97-364 and 104-264.

See Reverse Side

INFORMATION FOR THE EMPLOYEE

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WHAT IS NDR?

The National Driver Register (NDR) is a national clearing house of driver license information. NDR contains information provided by State driver licensing officials on drivers whose licenses have been canceled, denied, revoked, or suspended or who have been convicted of certain serious traffic violations. Any person may request an NDR file check on themselves and obtain a copy of the record if one exists.

EMPLOYER REQUESTS FOR NDR FILE CHECKS

Your employer or potential employer is requested to obtain your authorization each time the employer requests information on your record from NDR. Data requested on this form is by the authority of Public Law 97-364.96 Stat 1740, as amended (23 U.S.C. 401 note) and Public Law 104-264, as amended (49 U.S.C. 30305, delegation of authority at 49 CFR 1.50.

SOCIAL SECURITY NUMBER (Optional)

Disclosure of your social security number is not mandatory, however, providing the number will help to identify your record. This information is collected to assist in obtaining the document(s) requested and for DMV's record keeping.

THE FOLLOWING INFORMATION WILL BE FURNISHED ON THE NDR TRANSCRIPT:

- Your name, date of birth (month, day, year), sex, description, and license number (as shown on this form)
- The name, date of birth, sex description, and driver license or social security number on all possible record matches in the NDR files (This is based on the identification data you furnished.)
- A statement indicating that the possible matches furnished on the transcript may not be the same person for whom the record was requested. This statement is necessary because often records may have the same or similar name, date of birth, and other identifying information and may not pertain to you.

No suspension, revocation, or conviction data will be displayed on the NDR report. Your employer will need to contact the state in which each record originated to obtain this information and verify the identity of each possible match. The state may provide information which may affect your employment status. The address and telephone number for each state driver licensing agency where the information can be secured will be furnished on the NDR transcript.

If the NDR has no record for you in their files, the transcript will indicate this.

As the employee, you have the right to review your record(s) from the state(s) as provided to your employer or potential employer.